

NEW RESIDENTIAL BUILDING PERMIT APPLICATION



Property Information

Address _____ Lot _____
Parcel ID _____ Lot/Unit/Suite No. _____ Zoning _____

Owner Information

Name _____
Address _____
City _____
State _____ ZIP _____
Phone _____
E-mail _____

Project Type

New Building ☐ Addition/Alteration ☐ Repair/Replacement ☐

Project Information

Project Name _____ Total Sq Footage _____ Construction Sq Footage _____
Number of Structures _____ Number of Units _____ Flood Zone _____ Construction Cost _____
Ownership Private ☐ Public ☐
Heating Fuel Gas ☐ Electric ☐ Other ☐
Water Supply Private ☐ Public ☐ Water Contractor _____
Sewage Disposal Private ☐ Public ☐ Sewer Contractor _____

Zoning Overlays

HPA ☐ CBD ☐

Office Use

Receipt/Trans. No. _____
Check No. _____
Date Entered _____
Date Issued _____

FEES

Building _____
Occupancy _____
Rec/Development _____
Plans Exam _____
Water _____
Sewer _____
Landscape _____
Other _____
Zoning _____

State Fee (1 percent) _____
Total Fees Due _____

APPROVALS

Plans Examiner _____
Date _____
Zoning _____
Date _____
Issuing Authority _____
Date _____

Contractor Information

Name _____ DBA _____ Registration No. _____
Address _____ City _____ State _____ ZIP _____
Phone _____ Fax _____ E-mail _____
Signature _____ Owner ☐ Authorized Agent ☐

Submission Requirements

Please submit two sets of the following documents along with your application for a residential building permit:

- Site plan
- Structural plans
- Architectural drawings
- Grading plan
- Electrical plans
- Materials being used
- Floor plans
- Mechanical plans
- Manufacturer's specs, if any
- Elevations
- Plumbing plans

24-Hour Inspection Line: 614-277-1815 - Inspections must be called in before noon for next-day service. You may also use the online inspection service as late as 8 p.m. seven days a week to schedule next-day inspections.